

5 November 1973

MEMORANDUM FOR THE RECORD

On 2 November 1973 I met with Messrs. Thuermer and [] concerning the possibility of reducing the number of slots in their operation. This meeting was generated by Mr. Colby's statement (when I briefed him on personnel ceiling) to the extent that he had ordered Mr. Thuermer to reduce the volume of newspaper reproduction and distribution and the possibility that this new procedure would permit a reduction in personnel. This was explained to Mr. Thuermer. He concurred in the possibility and we have agreed to endeavor to further train [] and obtain a reassignment for her. When reassigned []'s position would not be filled and if they are successful in operating with this vacancy through this fiscal year, the ceiling for the slot would be offered up in the FY'75 ceiling reductions.

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Note I have committed our sending [] to at least half day or some similar typing course. In any event, intensified typing training as soon as possible.

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